



1. TITLE OF THE CERTIFICATE (HU)

54 3404 03 BESZÉDÍRÓ GYORSÍRÓ

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

SPEECHWRITER STENOGRAPHER
(THIS TRANSLATION HAS NO LEGAL STATUS)

3. PROFILE OF SKILLS AND COMPETENCES

A typical holder of the certificate is able to:

- know and apply the concept of communication, its linguistic models, basic principles, types and channels, the criteria of efficient oral, written, non-verbal and symbolic communication, some practical techniques of verbal and non-verbal communication, the main types of written communication and the basic rules pertaining to the preparation thereof,
- interpret communication in its context and complexity,
- represent proper communication values,
- interpret the complex nature of the communication situation in the environment concerned,
- express his/her intention to the partners of the communication situation in writing, orally and non-verbally,
- act in accordance with the rules of traditional and electronic correspondence, especially with those accepted in the field of business,
- consciously apply the rules of Hungarian spelling,
- communicate using clear sound production and correct articulation,
- know, reproduce and apply the structure and methods of editing simple documents used in everyday life, especially those related to his/her job,
- edit documents - in terms of their language, format and content - frequently used in administration and in the field of business,
- prepare various documents on the basis of samples provided or dictations, or - based on supplied data - through independent composition, in compliance with the guidelines pertaining to content, language and format,
- taken down in shorthand dictated documents of various topics and prepare them in printed form observing related formal requirements,
- fill in forms and other printed matter - as suitable and producing an aesthetic layout - related to the actual workflow,
- copy an unfamiliar printed, uninterrupted text of medium difficulty using touch-type and working with ten fingers, at a speed of 2300 characters per 10 minutes,
- perform editing and formatting related to typing tasks observing the original format of the document,
- format documents of various contents on the basis of printed texts, dictation or stenograph notes,
- take down in shorthand various forms of oral communication verbatim at a minimum speed of 300 syllables per minute,
- observe and record events accompanying primary verbal communication,
- reformulate his/her own stenograph notes in handwritten or printed form observing formatting requirements and conventions,
- take down in shorthand various forms of oral communication word for word,
- prepare excerpts of minutes relying on shorthand notes having taken down a dictation at a minimum speed of 250 syllables/minute
- prepare unabridged minutes relying on shorthand notes having taken down a dictation at a minimum speed of 250 syllables/minute
- prepare minutes in accordance with formatting requirements and editing conventions as well as in compliance with Hungarian spelling rules
- use and shut down computers,
- work with generally used computer software,
- use a state-of-the-art operating system,
- co-operate in the management of a computer network, and perform electronic correspondence,
- print and scan
- use the Internet and the actual intranet,
- prepare documents with the help of computer software,
- use the basic functions of spreadsheet applications,
- manage databases,
- edit presentations using applications suitable for preparing presentation,
- prepare circulars,
- prepare document templates,
- integrate his/her knowledge of legal matters in his/her general knowledge related to everyday life, in his/her attitude towards work and use such knowledge in the interpretation of daily public life, in public administration, rules applicable to powers and competences delegated to courts, in the operation of business companies, in the interpretation of rules and regulation concerning employment,
- interpret the interdependence in the basics of economy and finances,
- familiarise himself/herself with the system of payment vouchers,
- individually perform tasks relying on his/her knowledge of taxation and accounting,

- familiarize him-/herself with work procedures related to the actual jobs being performed,
- follow-up different phases related to the preparation and forwarding of official papers and documents,
- manage, file and register documents using modern technical equipment and up-to-date computer applications,
- professionally use telecommunication and office equipment during work,
- communicate at a basic level verbally in a foreign language for the execution of administrative tasks,
- for typing and producing text out of shorthand notes during work, write at a basic level in a foreign language,
- adapt to a work team,
- have an overview of the different work processes at the given workplace,
- build up good relationships with colleagues, managers and clients,
- perform tasks of primary importance, i.e. speechwriting and stenography
- perform job-related secretarial, administrative and office tasks

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE

4192 Typist and stenographer
4199 Other office work related occupations
4193 Office administrator, clerk
4299 Other administration-related occupations
4220 Information technology related occupations of the administrative type
3139 Other information technology related vocations

(*) Explanatory notes:

This document is designed to provide additional information about the specified certificate and does not serve as a legal certificate of vocational qualification. The format of the description is based on the following documents:

Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications; Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information on transparency is available at: <http://europass.cedefop.europa.eu/>

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5. OFFICIAL BASIS OF THE CERTIFICATE

<p>Name and status of the institute issuing the certificate</p>	<p>Name and status of the national/regional authority providing accreditation/recognition of the certificate</p> <p>In the case of vocational qualifications belonging to the competence of the Ministry of Education (ME), a vocational qualification-related independent professional committee commissioned by the ME</p>																																
<p>Level of the certificate (national or international)</p> <p>Level of vocational qualification according to the National Qualification Register: 54 Higher level vocational qualification entitling the holder to fill positions characteristically requiring intellectual work, which is based on the input competence determined in the vocational and examination requirements, on preliminary vocational qualification or on the baccalaureate.</p> <p>ISCED97 code: 4CV</p>	<p>Grading scale / Pass requirements</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Five -grade:</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 60%;">excellent</td> </tr> <tr> <td></td> <td style="text-align: center;">4</td> <td>good</td> </tr> <tr> <td></td> <td style="text-align: center;">3</td> <td>satisfactory</td> </tr> <tr> <td></td> <td style="text-align: center;">2</td> <td>pass</td> </tr> <tr> <td></td> <td style="text-align: center;">1</td> <td>fail</td> </tr> </table> <p>Vocational qualification examination after the completion of vocational training Parts of the examination: - Vocational theory - Vocational practice</p> <p>A successful vocational qualification examination requires a pass grade both in vocational theory and practice.</p>	Five -grade:	5	excellent		4	good		3	satisfactory		2	pass		1	fail																	
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<p>Certificate number: PT K</p> <p>Serial number: 123456</p> <p>Certificate issue date: 2023.09.14</p>	<p>Description of vocational theoretical and practical subjects and their grades according to the five-grade scale</p> <p>1. Grades of vocational theoretical examination subjects</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Topics/subjects of written examination</td> </tr> <tr> <td style="width: 80%;">Typing</td> <td style="width: 20%; text-align: center;">5</td> </tr> <tr> <td>10 Minutes of Copying</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Preparing an Official Letter</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Shorthand</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Producing a Text</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Preparing Minutes</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Grade of Written Examination</td> <td style="text-align: center;">5</td> </tr> <tr> <td colspan="2" style="text-align: center;">Topics/subjects of oral examination</td> </tr> <tr> <td>Complex Examination Questions Are Based on Economic and Legal Issues, Practical Administration Skills and Administration Techniques as Well as Minutes Taking</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Grade of Vocational Theory</td> <td style="text-align: center;">5</td> </tr> </table> <p>2. Assessment of vocational practical preparedness</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Subjects of practical examination</td> </tr> <tr> <td style="width: 80%;">IT application</td> <td style="width: 20%; text-align: center;">5</td> </tr> <tr> <td>Word processing</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Spreadsheet and Database Management</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Grade of Vocational Practice</td> <td style="text-align: center;">5</td> </tr> </table>	Topics/subjects of written examination		Typing	5	10 Minutes of Copying	5	Preparing an Official Letter	5	Shorthand	5	Producing a Text	5	Preparing Minutes	5	Grade of Written Examination	5	Topics/subjects of oral examination		Complex Examination Questions Are Based on Economic and Legal Issues, Practical Administration Skills and Administration Techniques as Well as Minutes Taking	5	Grade of Vocational Theory	5	Subjects of practical examination		IT application	5	Word processing	5	Spreadsheet and Database Management	5	Grade of Vocational Practice	5
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<p>Legal basis</p> <p>Act LXXVI of 1993 on vocational training, Decree 27/2001 (VII. 27.) OM of the Minister of Education on the amendment of Decree 7/1993 (XII. 30.) MüM of the Minister of Labour on the National Qualifications Register, Decree 26/2001 (VII. 27.) OM of the Minister of Education on the general rules and rules of procedure of vocational examinations, Decree 23/2000. (VIII.15.) of the Minister of Education (OM) on vocational and examination requirements of speechwriter stenographer, Central programme approved by the Minister of Education (OM) under approval number 25050/2/2002. (VII.17.).</p>																																	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

Description of vocational education and training received	Percentage of total programme %	Duration (hours/weeks/months/years)
School-/training centre-based	Theory: 60 % Practice: 40 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		3 years

Entry requirements:

- bacalaureate,
- vocational qualifications of Stenographer and foreign language typist and Executive Secretary I

Further information:

MANDATORY VOCATIONAL THEORETICAL SUBJECTS

Improving Hungarian Language Skills and Articulation Practice	100 hours
Correspondence Skills	100 hours
Shorthand	100 hours
Minutes-Taking	100 hours
IT application	100 hours
Economics and Law	100 hours
Foreign language	100 hours

MANDATORY VOCATIONAL PRACTICAL SUBJECTS

Correspondence Skills	100 hours
Typing	100 hours
Shorthand	100 hours
Minutes-Taking	100 hours
IT application	100 hours
Administration and Administration Techniques	100 hours
Typing and Correspondence Using a Foreign Language	100 hours
Vocational training	100 hours

Further information (including the description of the national grading method):

The basis of the grading system is a list of vocational and examination requirements compiled in accordance with uniform criteria and structure, issued in the form of legal regulation that includes the following:

- identification number and description of the vocational qualification as specified in OKJ and the relevant FEOR number,
- school and vocational prequalification required for the start of the training, aptitude and vocational competence requirements and prescribed practice,
- the most typical occupation or activity accessible to the holder of the vocational qualification certificate, the short job description, and the list of related vocational qualifications,
- the duration of the training required for the vocational qualification; maximum number of hours; the ratio of theoretical and practical training; the number of vocational training classes in the vocational training school; the duration of initial training period; the possibility of organising a grade examination assessing the efficiency of practical training,
- occupational requirements of vocational qualification,
- requirements pertaining to vocational examination.

The vocational and examination requirements will be classified by the occupational group committees of the National Qualification Register (OKJ) and by the National Council for Vocational Training, and subsequently they will be issued in the form of legal regulations.

Vocational and examination requirements are available at: <http://www.nive.hu>

This certificate supplement was prepared on the basis of the instruction for filling in the Certificate Supplement published on the homepages of the National Reference Point and the National Europass Centre.

National Reference Point – NSZFH – <http://nrk.nive.hu>

Head of Examination Organiser:

Issue date: 2023.09.14

SEAL